

CONTRACTOR'S PROGRESS, STATUS  
AND  
MANAGEMENT REPORT

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## 1. Work Accomplished:

**Financial Analyst:** Performing as a Financial Analyst during the month of [March 2005](#), the following actions were completed by Ray Bartholomew. The following bullets ([highlighted in blue text](#)) reflect “new” information that has not been previously reported on a reoccurring basis.

The majority of the month was focused on responding to various members of the ONR staff concerning the Code 353 Budget execution in regards to Fiscal benchmarks, especially in the area of expenditures as FMB (NavCompt) raised the expenditure rate in the same month from 15.3% to 20%. This concern required daily review of execution expenditures and analysis with spend plans that had been developed.

Developed several “tailor-made” reports for the Director, Deputy Director, and Program Officers to address concerns/projections they had about FY 2005 budget execution. These reports contained such info as:

- [Contracting Officer Representative Assignments](#)
- [FRC Ownership Changes](#)
- [Congressional Staff Briefing Pie Charts](#)
- [Status of Unfunded Requirements \(UFRs\)](#). In conjunction with this, I also drafted an e-mail which identified fund reprogramming that needed to be accomplished in order for the UFRs to be processed by Codes 08 and 02.
- [Director’s “Checkbook”](#) which provides a listing of all known bills/liabilities compared to all known resources.
- [Projection as to how much funds would be used for the remaining FY.](#)
- [Developing a template for PMs to identify which funds would not be PR’d by March 15<sup>th</sup>.](#)
- [Drafted an e-mail alerting the PM’s that the performers in the field would be contacted concerning the requirement to obtain copies of March invoices at the earliest possible date.](#)
- [Per the request of the Director, provided a DRAFT PIO \(Project Investment Overview\) for FY 2005 to FY 2007.](#)

Assisted Program Managers with:

- [information to expedite obligation of funds](#)
- [preparation of PR \(Procurement Requests\)](#)
- [invoice payment submissions in the Wide Area Workflow \(WAWF\) System](#)
- [Obtaining SOW \(statement of work\) and list of deliverables in support of a Congressional program.](#)
- [In meeting the needs of the PM’s, offered the service of providing two versions of the spend plans on a weekly basis. A PM wanted to see the ONR Benchmarks removed as they felt the spend plans they sent to the performers gave the performers a reduced sense of urgency and not a need to expend funds at a 100% rate during the FY because the performers were exceeding the ONR benchmarks while not meeting their original plans. So I developed two versions...one titled in-](#)

house (with the ONR Benchmarks), the other titled out-of-house (without the ONR Benchmarks).

As the move to Liberty One is scheduled for the end of April, I applied record management principles and reduced my e-files by .65 GB while reducing paper copies of files no longer needed by 6 cubic feet.

Began researching information on the mechanics of R-2 Budget Exhibits and Congressional Funds Processing in order to update the Financial Handbook once NAVRIS is implemented.

Coordinated responses to several Tasker assignments by ONR staff members.

- Code 08 requesting information for the SAC Defense Staffer Briefing
- Code 08 requesting information on the Assessment of R2 Budget Exhibits for the ONR S&T FY 2006 President's Budget Request
- Code 08 requesting information on the ONR S&T FUNDED COUNTER IED EFFORTS TO OLA
- OLA requesting information for "18 Question Papers from the SASC"

The following has been previously reported on a reoccurring basis

- On a weekly basis, briefed the Code 353 Director and Deputy Director on ongoing projects/efforts concerning budget execution.
- Screened message traffic and ensured financial information was distributed to appropriate Managers.
- Accepted Invoices from the Managers, received Funding Documents from Code 08, and filed them to the electronic library.
- Researched and responded to internal and external inquiries about Code 353's execution status by extracting information from INRIS, STARS, and DISCOVERER.
- Continued the primary mission of updates to the three financial management tools ("DASHBOARD", "STORY", and "SPEND PLANS") for FY 2003, 2004 and 2005. Once promulgated by the Deputy Director, my primary mission should be the updating of FY 2004 and FY 2005 SPEND PLANS ONLY.

**Executive Assistant:** Performing as an Executive Assistant during the month of March 2005, the following actions were completed by Ella Alexander. The following bullets (highlighted in blue text) reflect "new" information that has not been previously reported on a reoccurring basis.

- Successfully scheduled and accomplished getting Director's SES Photo Shoot at HQMC. Adan assisted me w/having it downloaded on SES website and attached to his Bio.
- Assisted in re-writing Director's Bio and checked for clarity before sending to print.
- Followed thru with ACTION ITEM via Code 35 Dept Director/ with Jeff Bradel

- Assisted and Followed-thru w/ 10 visit request for Joe Singleton/Delivered to Security and Faxed to various agencies for renewal
- Meeting with Adan regarding Team/Work-Pro-Active w/George, take charge and follow-thru on task assigned
- Collaborated/Reconciled Director's government credit card with Travel Office/Card Suspended
- Involved in Human Capital 's Strategy/Under Direction of the Admiral
- Collaborated with Front Office/Admiral's office/Mary Beth and Captain Kamp regarding signature for Director's Travel orders/Director (Michael Deitchman and Peggy Conner was involved as well
- Accomplished setting up Wizard Rule which allows me to get all of the Director's notifications regarding DTS(Defense Travel System) in his absence
- Developed New Itinerary for Director's Trip including, map, bio, etc
- Completed 3 orders, Director's trip to Detroit, Tampa, Orlando
- Registered Director/SES Seminar Dinner/Falls Church
- Followed Thru and Accomplished delivery of government credit card for Deputy Director
- Coordinated meeting with Gryphon(President)&Director's, etc
- Removed Barry Blumenthal off calendar list and all 353/FNC correspondence
- Coordinated w/ Emma to get Palm V for Jim
- Collaborated with SES contact and Training Officer regarding Retirement course (Director)
- Oversee New Business Cards for Director/Adan handled
- Successfully added Director to list for Motor pool(car)/and added me to request the Motor pool
- Collaborated with Laura (PIPS)under George Direction
- Successfully recouped correct re-imbusement fee from an authorized travel
- Meeting with Jeannie(Exec Assistant)Admiral's Office/Received great recommendations on assisting Director/even more productive
- Set up a Teleconference for George and various staff members
- Provided Battery for Director's phone
- Organized Director's desk/including removing dormant materials out of in/out box assuring that he takes action to all unsigned due endorsements and other important materials
- Weekly basis add Sub-Files to Director's e-mail in order for him to send and receive from his Blackberry,

- Daily basis monitor all phone calls/e-mails etc- take action as needed Reviewed Vouchers for payment accuracy/re-submitted discrepancies
- Ordered Supplies for Code 353
- Printed Color Copies
- Set up New Travel Files for Director/Deputy Director for year 2005
- Sent out Plan of the week itinerary every Friday and Plan of the day every day.
- Monitor/add/deleted and scheduled entries on calendar for Code 353, Director, and Deputy Director daily including invitees.
- Assisted Code 35 for (Admin Assistants) doing their absence
- Completed Time-sheet for Director
- Daily meetings w/George reviewing calendar, updates, signature request etc
- Set up & Cancel various meetings including Conference room scheduling
- Set up folders for travel/Labels etc
  - Revise and type memo's under direction of Director's

**Graphic and WEB Developer.** As a Graphics and WEB Developer Adan Perez accomplished the following actions during March 2005, identified as follows:

**On Going Tasks:** Provided technical support in the field of Information Technology to Code 353 and its employee's needs as instructed.

**Training:** N/A

**Completed Activities:** (The following "support" was in the form of developing graphics, providing audio/visual aids, printing and arranging copies, and/or to technically supervise at the given event, making sure all computer presentations worked, microphones, and other technical tasks included in these duties)

- Provided creation and production of business tools for Code 353 (business cards, name tags, etc)
- Designed graphics for Code 35 employees to use in presentations.
- Supported Code 353 employees on PowerPoint briefs.
- Supported edits and development of the D&I Investment brief.
- Construct and revised Code 353 Organizational Charts.
- Updated Seabasing Newsletter links.
- Composed slides for "All Hands Meeting".
- Provided technical support to "All Hands Meeting".
- Provide direct technical support to the Code 353 director.
- Constructed POA&M for ONR web revisions and updates.
- Developed Organizational Chart for ONR Dept. 30.

- Sourced and formatted laptop for Major Stocks.
- Sourced color ONR press packets.
- Updated Logistics public site.
- Revised ONR Code 353 brochure.
- Constructed SOCOM Brief for Director.
- Formed Department 30 Overview Brief.
- Developed Liberator Brief for Director.
- Composed NRL D&I Brief for Code 353.
- Updated Thrust Area Quad Charts.
- Updated Solhan Bio on USMC site.

**Project Engineer Logistics Thrust Area:** In direct support of the Logistics Thrust Area Mr. Lawson accomplished the following tasks for the Expeditionary Unit Water Purification (EUWP) program:

- Finished working the changes to the EUWP WEB pages to include writing the text and integrating the pictures, etc
- Coordinated and attended meeting of Major Stocks with Director Systems Engineering and Interoperability, DHS – Dr. Boyd
- Coordinated the attendees, and attended Major Stocks meeting with Mr. Traver (Senator Domenici's office) March 3, 2005 addressing current program status and future technical capabilities of the EUWP program
- Coordinated and attended Major Stocks combined meeting of the US Coast Guard Reps and Mr. Traver (Senator Domenici's office) March 29, 2005
- Coordinated meeting Major Stocks and Drew Downing (US Army, TARDEC) at EPA offices
- Met with Mark Timmons, HTI, Inc regarding his firm's work with water purification processes and equipment, March 11, 2005
- Conducted review of 3 Fiscal year's of EUWP spending programs (all FRC's in INRIS) and followed up with variety of status reports and liaison with PI's
- Worked closely with Dr. Paul Armistead and the S&T IPT white paper review and subsequent coordination among the participants, also so initial planning for proposal review schedule and planned grant/contract scheduling
- Monitored activities of US Bureau of Reclamation and the TBNDRF (Research Facility) as it's construction progressed – in preparation for delivery of the GEN I Technology Demonstrator scheduled for March 31, 2005
- Coordinated and commenced travel to Alamogordo, NM and Senator Domenici's and Congressman Pearce's planned visit for April 2, 2005
- Attended to EUWP program administration – setting up Hopper directories and materials, as well as "H:" drive files

**Project Engineer HPT&E.** As Project Engineer Charlene Mattson accomplished the following actions during March 2005, identified as follows:

- Continued weekly meetings with Ray Bartholomew to verify the invoice expenditures with the STARS expenditures for ongoing HPT&E projects/efforts concerning budget execution
- Prepare weekly required reports in support of the HPT&E, including expenditure plans and spend plans
- Continued the coordination of budgeting activities to include new contracts and contract modifications with PMTRASYS, Orlando FL
- Completed composing all updated FY05 project data to review and to assemble an updated version of the HPT&E website.
- Continue to assist in the identification of new concepts and technologies, determining the capabilities, and developing the plans necessary to assess those concepts and technologies, as required.
- Assisted in the preparation and attended three meetings pertaining to the Kick off Fast C2AP meeting for Naples, 6<sup>th</sup> Fleet. The purpose of this meeting was to serve as the starting point of the Phase 2 effort, to build on the successes of Phase 1 to demonstrate and evaluate the technology in a realistic operational environment, with meaningful tasks and experienced users and prove that the technology truly works in a operational environment and to lay the technical groundwork and build the relationships required to meet the project goals.
- Attended the Improving Warfighter Information Intake Under Stress (Augmented Cognition: AugCog) Phase 3 Kickoff and Technical Interchange, participated in the Cognitive Performance Enhancement Kickoff Sidebar. This meeting was to share common goals amongst the PIs to improve the Marine Corps and Navy Warfighter performance in operational environments using novel training tools and techniques.
- Assisted in WHISL at the NRL/ONR-353 Technology Interchange Meeting 23 March 2005 the purpose of this meeting was to foster mutual understanding between NRL and ONR-353 technical communities, especially in the areas of mapping technology development with technology needs, and integration of business processes. It will serve as a forum to enhance interpersonal relationships as well as to identify and pursue areas for future collaboration
- Attended a Code 353 meeting that was held by George Solhan, Code 353 Director, that explained ONRs reorganization and how the Marine Corps will work together in the ONR framework
- Attended weekly teleconference between NRL, DARPA, NAVSEA, PMTRASYS and ONR to discuss current and future VITRE technologies
- Preparing for the final working Pre Kickoff Meeting Fast C2AP in Cherry Hill, NJ. This meeting will serve as the last pre kick-off meeting for Phase 2 of the Fast



C2AP program that will take place over the period of 4-6 May 2005 at the Capodichino Naval Support Activity, Naples Italy. This meeting will actually consist of a series of meetings with different purposes and attendees to prepare for the C6F staff. To build an introduction to FastC2AP, prepare high-level briefs explaining: Who we are, what are role to the team is, what we expect to do, what we need from C6F, and what our products will be.

March Travel:

16-17 MAR 2005 Fast C2AP Pre-Kickoff meeting was changes from NWDC, RI to Arlington VA.

3. Any significant changes to the contractor's organization or method of operation to the project management network:

N/A

4. Problem areas affecting technical or scheduling elements, with background and any recommendations for solutions beyond the scope of the contract:

None

5. Problem areas affecting cost elements, with background and any recommendations for solutions beyond the scope of the contract:

None

6. Any trips and significant results:

Person	Point of Origin	Destination	Dates	Mode of travel
C. Mattson	Virginia	NWDC, RI	16-17 March	POV/Air

7. Contract schedule status: N/A

8. Plans for activities during the following reporting period:

- Continued to prepare for ONR's move to the new facility.